



FEMA

POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
MISSING PERSONS GROUP SUPERVISOR

MISSING PERSONS GROUP SUPERVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Missing Persons Group Supervisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Ensure the Missing Persons Group has sufficient qualified personnel, including: <ul style="list-style-type: none"> ● Investigators with background in investigating Missing Person incidents ● Appropriate sworn or civilian support personnel with background in supporting Missing Persons (MP) investigations, or capable of performing as a Missing Persons Coordinator or Family Assistance Center Coordinator if required 	E, F, I, J		

1b. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Activate division/group: <ul style="list-style-type: none"> ● Establish appropriate division/group organization and assign staff responsibilities, while maintaining span of control ● Ensure availability of appropriate resources ● Conduct supporting activities within operational period ● Follow protocol for communicating division/group's daily accomplishments to the Documentation Unit or appropriate personnel ● Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel ● Follow process for resource requests/releases for operational planning purposes ● Assign staff or units as appropriate ● Participate in planning meetings to determine division/group organization, support tactical assignments, ensure resource support and coordination needs, and identify other considerations for the next operational period 	E, F, I		
3. Supervise and adjust division/group organization and operations based on changes in incident situation and resource status: <ul style="list-style-type: none"> ● Maintain common operating picture throughout the division/group ● Provide for functional and geographical supervision as necessary ● Ensure effective use and coordination of all assigned resources ● Constantly monitor objectives and overall division/group operations for efficacy and safety 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Ensure documentation is complete and disposition is appropriate

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: <ul style="list-style-type: none"> ● Submit incident narrative to supervisor ● Complete and submit activity log to Documentation Unit or appropriate personnel for each operational period ● Ensure all personnel and equipment time records are complete and submitted at the end of each operational period 	E, F, I		
5. Ensure the protection of Personally Identifiable Information (PII).	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Ensure that the work completed is consistent with direction, policy, and incident objectives: <ul style="list-style-type: none"> • Supervisor's direction • IAP goals and objectives • Other planning goals and objectives 	E, F, I		
7. Make appropriate decisions based on analyzed and validated information: <ul style="list-style-type: none"> • Make adjustments in response to new information, changing conditions, or unexpected obstacles 	E, F, I		

3b. Behavior: Assist the Intelligence and Investigations Group by identifying and locating individuals missing or unaccounted for as a result of an event or incident

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Coordinate with the incident Public Information Officer to disseminate appropriate information to the media, the public, government agencies, nongovernmental organizations, private entities, and when appropriate, social media.	E, F, I, J		
9. Ensure one or more family assistance centers or appropriate facilities obtain required MP information, data, records, images, and DNA reference samples as well as investigative, forensic, digital, and multimedia evidence.	E, F, I, J		
10. Ensure that the Missing Persons Group follows appropriate missing persons management systems and processes.	E, F, I, J		
11. Implement missing persons information reporting, documentation, security, assessment, categorization, consolidation, tracking, storage, and dissemination activities.	E, F, I, J		
12. Provide appropriate documentation of potential MPs, actual MPs, and actual MPs located to Intelligence and Investigations (I/I) Section Chief.	E, F, I, J		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Ensure effective use and coordination of all assigned resources: <ul style="list-style-type: none"> ● Conduct briefing and debriefing with assigned personnel and supervisor between operational periods 	E, F, I		